



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

16 March 2017
EMA/MB/144136/2017
Management Board meeting of 16 March 2017

Rules for reimbursement of expenses for delegates attending meetings

With effect from 01 April 2017

THE MANAGEMENT BOARD

HAVING REGARD to Council Regulation (EC) No 726/2004 of the European Parliament and of the Council laying down Community procedures for the authorisation and supervision of medicinal products for human and veterinary use and establishing a European Medicines Agency,

HAVING REGARD to EC meeting reimbursement rules adopted by the Commission on 5 December 2007 Doc. C (2007) 5858.

HAVING REGARD to the 'Guide to missions for officials and other servants at the European Medicines Agency' as adopted by the Agency's Management Board Decision of 11 June 2009,

HAVING REGARD to the legal basis for public hearings in the defined procedures in Article 107j of Directive 2001/83/EC.

HAVING REGARD to Commission Delegated Regulation (EU) 2016/1611 of 7 July 2016 on reviewing the scale for missions by officials and other servants of the European Union in the Member States,

WHEREAS in accordance with Article 64(2) (b) of Regulation (EC) No 726/2004 the Executive Director as legal representative of the Agency shall be responsible for managing all the Agency resources necessary for conducting the activities of the committees referred to in Article 56(1), including making available appropriate scientific and technical support to those committees, and for making available appropriate technical support to the coordination group,

WHEREAS the delegates reimbursement rules shall be based on equivalent rules applicable to delegates and staff of the European Union,

HAS DECIDED AS FOLLOWS:



Article 1

Delegates attending meetings at the European Medicines Agency in London or in another location shall be reimbursed in accordance with these rules.

Article 2

1. This decision replaces and repeals all previous decisions of the Management Board relating to rules for reimbursement of expenses for delegates attending meetings.
2. This decision shall enter into force on 01 April 2017 and shall be published on the Agency's website.

London, 16 March 2017



Christa Wirthumer-Hoche
Chair of the EMA Management Board

Introduction

This document defines the general provisions on financial contributions (travel, hotel and subsistence expenses) for external persons, taking account of the following parameters:

- 'Delegates' are persons providing expertise at meetings of the European Medicines Agency (hereafter 'EMA').
- The 'place of employment' is defined by the address registered in the Eudra Common Directory (ECD) or equivalent system. For delegates that are not employed, the place of employment is replaced by the place of residence registered in ECD or equivalent system.
- The 'place of the meeting' is either the premises of EMA or the location as specified in the invitation to the meeting.

1. Travel

Travel is reimbursed to delegates whose place of employment is more than 80 km from the place of the meeting.

EMA reimburses the most economic direct route from the delegate's place of employment to the place of the meeting and vice versa. Should the delegate choose an indirect route to or from the place of the meeting or a less economic direct route, the cost is reimbursed up to the cost as quoted for the most economic direct route.

1.1. Air

For flight sections under 4 hours, standard economy class fare¹ will be reimbursed.

Business class tickets will be reimbursed for flight sections of more than 4 hours or when economy class is not available and with justification from the travel agent or the airline.

1.1.1. Passenger rights in case of denied boarding, downgrading, cancellation or long delay of their flight under Regulation (EC) 261/2004

If a delegate is denied boarding, his/her flight is delayed, cancelled or if he/she is placed in a lower class than the one which is mentioned on the ticket, the delegate has certain rights when departing from any airport in the EU with any airline, or arriving in the EU with an EU airline or an airline from Iceland, Norway, or Switzerland.

In all these situations the airline has a duty to inform the travellers of their rights which may vary according to specific situations. Upon request, the Meeting Support Service can provide guidance and support to all delegates involved in one of the above-mentioned situations.

1.2. Train

Train travel, excluding local transport, will be reimbursed in first class. Eurostar journeys will be reimbursed in standard premier (non-flexible) class only.

¹ Fully- or semi-flexible economy fares will not be reimbursed.

1.3. Private car

For delegates driving to the place of the meeting via Eurotunnel, the car journey will be covered up to the cost of an economy class flight ticket for the most economic and direct route from the place of employment to the place of the meeting.

1.4. Flexibility/change of bookings

To enhance delegates' flexibility, should a meeting finish more than 4 hours later than the scheduled finishing time, EMA covers a new return ticket in the same category, or superior class, if economy is not available. Any such bookings have to be made through the EMA's travel office.

In case a delegate decides not to attend the full meeting, EMA only covers extra costs linked to travel ticket amendments if it has given prior authorisation.

1.5. Local transport at the place of employment

If the distance between the place of employment and the airport/train station is more than 30 km local transport at the place of employment to and from the airport or train station will be reimbursed:

- by bus or train based on ticket price.
- by private car at a rate of €0.30 per km, inclusive of all costs. No additional costs will be taken into account.
- by taxi only in exceptional circumstances, such as emergency meetings, unavailability of other means of public transport, or duly justified cases authorised by the Head of Meetings Support.

2. Daily allowance

2.1. Full daily allowance (DSA)

The amount of the daily allowance for delegates participating in EMA meetings is set out in Annex 1.

The daily allowance shall cover meals, local transport at the place of the meeting and other miscellaneous expenses (including return transport from the airport or station, car parking, national bank charges, credit card and foreign currency fees, exchange rate differences, hotel booking fees, travel and accident insurance). Should meals be provided by EMA or the meeting organiser, the daily allowance will be reduced accordingly.

For meetings held outside the location of EMA (i.e. outside London), a daily allowance is payable if the place of employment is more than 80 km from the place of the meeting.

No daily allowance will be paid for attending public hearings.

In the case of delegates attending less than 50% of the meeting day for which they have been invited, no daily allowance will be paid; presence at the meeting is certified by EMA staff.

2.2. Travel allowance (half or full daily allowance)

Should the meeting schedule prevent the delegate from travelling to or from the place of the meeting on the actual day of the meeting, a travel allowance of 50% of the daily allowance shall be payable for the day before and/or after the meeting.

Should the delegate's travel (from the place of employment to the place of the meeting, or vice versa) require flights or flight sections which exceed a total of 4 hours, the travel allowance shall be extended to a full daily allowance. Combination of flight sections will only be eligible if they represent the only available option and are booked through the Agency's Meetings Support Service.

2.3. Double daily allowance (DDSA)

In specific cases (e.g. patients' representatives) the double of the daily allowance referred to under 2.1 of these rules may be granted. **This does not apply if the purpose of the meeting is training.**

To request this DDSA, the delegate must provide a completed a form declaring that he/she works on a voluntary basis for the organisation he/she represents and does not receive any other financial income for his/her work at EMA. This needs to be attested by that organisation and authorised by EMA. In case of independent experts not related to an association, a self-declaration will be requested.

The delegate has to notify EMA of any changes to the conditions declared in the form.

3. Hotel expenses

Hotel expenses are reimbursed if the place of employment is more than 80 km from the place of the meeting.

Hotels expenses will be reimbursed up to the ceilings set out in Annex 1. The number of hotel nights required is calculated based on the timing of the next available flight/train aligned to the meeting start and end times.

Hotel expenses for one night (at the place of the meeting or place of employment) prior to and/or after a meeting day are reimbursed when the departure time from the airport or railway station at the place of employment is before 8:00 or when the arrival time at the airport or train station at the place of employment is after 23:00.

Hotel expenses for delegates whose place of employment is less than 80 km from the place of the meeting may be reimbursed upon prior agreement by the Head of Meetings Support if the meeting finishes later than 19:30 and travelling time is more than one hour.

Hotel expenses are not reimbursed for attending public hearings. However, in exceptional circumstances (e.g. a serious medical condition), and upon prior agreement by the Head of Meetings Support, one hotel night may be granted.

4. Sundry expenses

The cost of visas and related costs are only reimbursed on presentation of supporting documents. The costs of obtaining a passport or other related expenses are not reimbursed.

Registration fees for conferences shall be paid directly by EMA to the conference organiser.

Any additional expenditure not covered by 1-3 above will have to be paid by the delegate or their organisation.

5. Cancellation policy

If a delegate is unable to attend a meeting for any reason, the EMA Meetings Support service should be informed at least 48 hours prior to the meeting. If notice is not given 48 hours in advance, the EMA may charge the delegate or his/her organisation for cancellation fees. Once hotel or travel arrangements have been cancelled, EMA will not reinstate or cover new hotel or travel arrangements.

6. Payments

6.1. Supporting documents for payment

Delegates must provide EMA staff responsible for the reimbursement of meetings with supporting documents as required by the financial rules applicable to EMA:

- A duly completed and signed request for reimbursement, stating whether payment is to be processed to the delegate directly or to the employer. Partial payments to both parties are not permitted.
- For hotel or travel arrangements not directly booked through EMA, the documents necessary for their reimbursement (e.g. proof of payment for hotel cost, travel ticket or travel itinerary and invoices, with the amount paid and class of travel clearly indicated).
- Any proof of payment for sundry expenses.
- Prior to the first reimbursement and for any change in account, a completed EMA Financial Identification Form as proof of legal entity and bank account

Documents will be collected during the meeting or can be sent to EMA by post or electronically.

6.2. Means of payment

All reimbursements will be made through bank transfer.

6.3. Time limit for reimbursement

Delegates should forward reimbursement claims to the EMA Meetings Support service **within 60 calendar days**, counted from the last day of the meeting.

Unless the delegate provides a written justification that is agreed by the Head of Meetings Support, failure to comply with the timeline for submitting expense claims as outlined above shall absolve EMA of any obligation to reimburse any expenses or pay any allowances.

EMA shall reimburse the delegate's expenses within the period laid down in the EMA financial rules.

Annex 1: Allowances for attending meetings outside the European Medicines Agency²

Destinations	Daily allowance (excl. breakfast)	Maximum hotel price (incl. breakfast)	Reduction for meals provided by organiser	
			Main meal	Breakfast
London	€ 106.00	£194.00	€ 37.50	€ 18.75
Destinations	Daily allowance (incl. breakfast)	Maximum hotel price (excl. breakfast)	Reduction for meals provided	
			Main meal	Breakfast
Austria	€ 102.00	€ 132.00	€ 30.60	€ 15.30
Belgium	€ 102.00	€ 148.00	€ 30.60	€ 15.30
Bulgaria	€ 57.00	€ 135.00	€ 17.10	€ 8.55
Croatia	€ 75.00	€ 110.00	€ 22.50	€ 11.25
Cyprus	€ 88.00	€ 140.00	€ 26.40	€ 13.20
Czech Rep.	€ 70.00	€ 124.00	€ 21.00	€ 10.50
Denmark	€ 124.00	€ 173.00	€ 37.20	€ 18.60
Estonia	€ 80.00	€ 105.00	€ 24.00	€ 12.00
France	€ 102.00	€ 180.00	€ 30.60	€ 15.30
Finland	€ 113.00	€ 142.00	€ 33.90	€ 16.95
Germany	€ 97.00	€ 128.00	€ 29.10	€ 14.55
Greece	€ 82.00	€ 112.00	€ 24.60	€ 12.30
Hungary	€ 64.00	€ 120.00	€ 19.20	€ 9.60
Ireland	€ 108.00	€ 159.00	€ 32.40	€ 16.20
Italy	€ 98.00	€ 148.00	€ 29.40	€ 14.70
Latvia	€ 73.00	€ 116.00	€ 21.90	€ 10.95
Lithuania	€ 69.00	€ 117.00	€ 20.70	€ 10.35
Luxemburg	€ 98.00	€ 148.00	€ 29.40	€ 14.70
Malta	€ 88.00	€ 138.00	€ 26.40	€ 13.20
The Netherlands	€ 103.00	€ 166.00	€ 30.90	€ 15.45
Poland	€ 67.00	€ 116.00	€ 20.10	€ 10.05
Portugal	€ 83.00	€ 101.00	€ 24.90	€ 12.45
Romania	€ 62.00	€ 136.00	€ 18.60	€ 9.30
Slovak Republic	€ 74.00	€ 100.00	€ 22.20	€ 11.10
Slovenia	€ 84.00	€ 117.00	€ 25.20	€ 12.60
Spain	€ 88.00	€ 128.00	€ 26.40	€ 13.20
Sweden	€ 117.00	€ 187.00	€ 35.10	€ 17.55
UK (Other than London)	€ 125.00	€ 209.00	€ 37.50	€ 18.75
Albania	€ 50.00	€ 160.00	€ 15.00	€ 7.50
Bosnia and Herzegovina	€ 65.00	€ 135.00	€ 19.50	€ 9.75
Iceland	€ 85.00	€ 160.00	€ 25.50	€ 12.75
Liechtenstein	€ 80.00	€ 95.00	€ 24.00	€ 12.00
Republic of Macedonia	€ 50.00	€ 160.00	€ 15.00	€ 7.50
Moldova	€ 80.00	€ 170.00	€ 24.00	€ 12.00
Montenegro	€ 80.00	€ 140.00	€ 24.00	€ 12.00
Norway	€ 80.00	€ 140.00	€ 24.00	€ 12.00
Russian Federation	€ 90.00	€ 275.00	€ 27.00	€ 13.50
Serbia	€ 80.00	€ 140.00	€ 24.00	€ 12.00
Switzerland	€ 80.00	€ 140.00	€ 24.00	€ 12.00
Turkey	€ 55.00	€ 165.00	€ 16.50	€ 8.25
Australia	€ 75.00	€ 135.00	€ 22.50	€ 11.25
Brazil	€ 65.00	€ 180.00	€ 19.50	€ 9.75
Canada	€ 65.00	€ 165.00	€ 19.50	€ 9.75
China	€ 55.00	€ 155.00	€ 16.50	€ 8.25
Japan	€ 130.00	€ 275.00	€ 39.00	€ 19.50
Mexico	€ 70.00	€ 185.00	€ 21.00	€ 10.50
New Zealand	€ 60.00	€ 125.00	€ 18.00	€ 9.00
South Africa	€ 50.00	€ 145.00	€ 15.00	€ 7.50
USA (New York)	€ 100.00	€ 275.00	€ 30.00	€ 15.00
USA (Other)	€ 80.00	€ 200.00	€ 24.00	€ 12.00

² Subject to revision by analogy to Article 13(3) of the Staff Regulations of Officials (Regulation No 31 (EEC) 11(EAEC)).